

Office of the Attorney General

Process for Development and Implementation Of Domestic Violence Workplace Policy

Office Demographics: The Maine Office of the Attorney General employs over 200 individuals. The main office is in Augusta, with satellite offices in Portland, Bangor, and Caribou. 18 individuals serve in supervisory positions, including the Attorney General, Deputy Attorney General, and Chief of Operations.

Initial Training: Our first step was to provide an hour of training to supervisory staff on how domestic violence affects the workplace. The trainers were educators from two family violence projects. Upon completion of the training, supervisors offered their support for the creation of a workplace domestic violence policy.

Partnership Established: We partnered with two individuals, a work place education coordinator, and a community educator, from local domestic violence projects to act as consultants and to provide training.

Formation of Office Committee and Policy: We formed a committee comprised of a broad group of individuals from all offices. Committee members received training on domestic violence before they started their work. The committee reviewed model workplace policies from around the state. After substantial drafting, editing and redrafting, the Attorney General tentatively approved the policy and circulated it to the supervisors for comment. Additional edits were completed after this comment process.

Selection of “Responders” and Domestic Violence Training: Our policy relies on supervisors and trained employees to respond to individuals who have concerns related to domestic violence. The policy requires these individuals, called “Responders”, to receive special training on issues related to domestic violence. The Attorney General selected individuals within each office location from different job categories to act as Responders. All of the Responders received a two-hour training on identifying and responding to domestic violence in the workplace.

Creation of Responder Guidelines and Responder Training: The office committee next tackled the creation of guidelines to help responders know how to respond to specific situations. These guidelines went through a review process that allowed all Responders to have input before they were finalized. Finally, the Responders attended a three-hour training related to the guidelines.

Creation of Education Committee: We established an education committee to collect and maintain information about each domestic violence project in the state and other useful resources. The committee will host noontime educational programs on issues related to domestic violence.

Office-wide Training: All staff attended a three-hour office-wide training on domestic violence. At the training, the staff received a copy of the policy. Employees are required to sign a document indicating that they read the policy. All new staff will receive a copy of the policy upon hiring.